



Tigard-Tualatin School District
Student Contact Update Form

In order to protect your child's personal information, Tigard-Tualatin School District requires this Student Contact Update Form be completed by the *custodial* parent in order to update your child's record in our student information system for the following changes: address, phone number, and legal name. Please complete this form and present it to your child's school (main office), along with your photo ID.

Child's First Name: _____ **Last Name:** _____

School: _____ **Student ID*:** _____

Address Change: *Requires proof of new address (ie. utility bill, rental agreement, etc.)*

Previous Address: _____

New Address: _____

Phone Number Change: *Please list ONLY phone numbers you wish to change*

Previous Student Home Phone: _____
Previous Phone (type: _____): _____

New Student Home Phone: _____
New Phone (type: _____): _____

Name Change: *Proof of legal name required (birth certificate, passport, court document)*

New First Name: _____ New Last Name: _____

** Student ID to be completed by office staff, if unknown.*

Office Staff: *Please initial each area indicating required verification/documentation has been received, along with photo ID*

Office Staff Member receiving this form: (name) _____